



## CODED CORRESPONDENCE

<b>DATE:</b> October 1, 2010	<b>NUMBER:</b> 10-16
<b>TO:</b> All Individuals and Groups Interested in the Activities of the Commission on Teacher Credentialing	<b>FROM:</b> Dale A. Janssen Executive Director Commission on Teacher Credentialing
<b>SUBJECT: Approval of Amendments to 5 California Code of Regulations §80001 Pertaining to Definitions and Terms</b>	

### **Summary:**

The amendments to 5 California Code of Regulations §80001 pertaining to definitions and terms were recently approved by the Office of Administrative Law and became effective on September 19, 2010. The amendments add definitions for paper and electronic applications.

### **Key Provisions:**

Definitions for the current application forms for initial issuance and renewal of documents, as well as the electronic submission of applications via the online recommendation, direct application, and renewal systems were added to the regulations. Inclusion of the applications (paper and electronic versions) in the Definitions and Terms section of Title 5 enables the Commission to update application forms by amending only §80001 rather than amending individual regulation sections that require submission of an application.

### **Important Dates:**

*September 19, 2010* – Effective date for amendments to Title 5 Section 80001

### **Background:**

Title 5 of the California Code of Regulations includes many sections that require submission of an application form for issuance or renewal of credentials, certificates and permits. However, due to the adoption dates of the regulations, the revision dates of the referenced application forms range from April 1994 to September 2008. In addition, the online application systems require submission of online applications, which were not referenced in the sections that discuss submission of application forms. The Title 5 amendments to §80001 reference the most recent versions of the paper applications and

add definitions for the electronic applications available via the online recommendation, direct application, and renewal systems.

**Source:**

Education Code §44225

**Contact Information:**

Commission's Information Services Unit by telephone at 1-888-921-2682, Monday through Friday between 12:00 pm to 4:45 pm or by email at [credentials@ctc.ca.gov](mailto:credentials@ctc.ca.gov).

**CALIFORNIA CODE OF REGULATIONS  
TITLE 5. EDUCATION  
DIVISION 8. COMMISSION ON TEACHER CREDENTIALING**

**§ 80001. Definitions and Terms.**

For purposes of Division 8:

(a) "Applicant" means any applicant for a credential issued by the Commission.

(b)(1) "Application for a credential" includes an application for a credential, an application for a renewal or reissuance of a credential, an application to add new authorizations to an existing credential, or a request to take any special action in relation to the issuance of a credential.

(2) "Application", "application form", and "application packet" includes the following forms, regardless of earlier revision dates cited throughout Division 8, Chapter 1 and 4:

(A) Application for issuance of a credential, extension of a credential, and added authorizations to an existing credential: Application for Credential Authorizing Public School Service (form 41-4, rev. 12/09), available on the Commission's website and hereby incorporated by reference, together with its related Instruction and Information Sheet (rev. 12/09) and Personal and Professional Fitness Explanation Form (form OA-EF, 12/09) or the electronic versions available via the Commission's online recommendation and online direct application systems;

(B) Application for renewal or reissuance of a credential: Renewal and Reissuance Application (form 41-REN, rev. 12/09), available on the Commission's website and hereby incorporated by reference, together with its related Instruction and Information Sheet (rev. 12/09) and Personal and Professional Fitness Explanation Form (form OA-EF, 12/09) or the electronic versions available via the Commission's online renewal system.

(c) "Chair" means the Chair of the Commission pursuant to Education Code Section 44218.

(d) “Commission” means the Commission on Teacher Credentialing as established pursuant to Education Code Section 44210.

(e) “Credential” means any credential, life diploma, permit, certificate, waiver, or document issued by, or under the jurisdiction of, the Commission which entitles the holder to perform services for which certification qualifications are required. The official record of a credential includes any credential in a paper or electronic format, including, but not limited to, information obtained from the Commission's official website.

(f) “Degree” means a baccalaureate or higher degree as specified in Education Code Section 44259(b)(1) earned through an approved college or university, regardless of its title, when the degree program contains no less subject matter preparation than a similar degree in a subject field other than professional education in the same institution.

(g) “Denial” includes the denial of any portion of an application for a credential, even though the requested credential is issued or renewed.

(h) “Executive Director” means the Executive Director to the Commission pursuant to Education Code Section 44220.

(i) “Issuance” means the granting of a credential based upon the application for or renewal of that credential.

(j) “Vice-Chair” means the Vice-Chair of the Commission.

(k) “Professional” credential means a credential for which all statutory and regulatory requirements have been met, excluding credentials issued on partial, preliminary, or emergency bases. A “clear” credential means a professional credential as herein defined.

(l) “Signature” or “signed” as used in this Chapter may include an electronic signature, as defined in Government Code section 16.5 and the California Code of Regulations, Title 2, Sections 22002 and 22005 or under any applicable state or federal law.

(m) “Submitted” as used in this Chapter includes any documentation required by the Commission that is delivered in-person, via a delivery service or electronically.

Note: Authority cited: Section 44225, Education Code. Reference: Sections 44252, 44267.5, 44330 and 44332.5, Education Code.